# Work Experience

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| --- | --- | --- | --- |
| **Duration** | **Organization** | **Designation** | **Job Responsibilities** |
| 1 Sep 2014 - 31 Dec 2014 | Spring Water Hydration Technology Pvt. Ltd. | Accountant | * Was responsible for purchase-sales accounting and payment collection * Was responsible for bank transactions and NEFT * Made online payments * Updating the customer payment tracker * BRS and payment reconciliation |
| May 2011 - May 2012 | Hero- Honda Spare parts | Accountant | * Taking sales orders from the customers * Invoice entry in company’s software and emailing invoices to the customers * Interacting and coordinating with the customers regarding courier delivery |

# Academic Record

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| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institution** | **Class/Board** | **Remarks** |
| 2013 | B.Com. | H.K. Arts & Commerce College | Gujarat University | 51.11% |
| 2010 | H.S.C. | Shree T. Z. V. S. H | G.H.S.E.B | 74.14.% |
| 2008 | S.S.C. | Shree T. Z. V. S. H. | G.S.E.B | 67.13% |

# Professional Qualifications

* Completed ***Certificate Course in Professional Accounting (CCPA)*** from One Dream, An IIM Ahmedabad alumni institution

**Acquired skills**: Double Entry Accounting, Banking Transactions and Reconciliation, Taxation,

Costing, Working knowledge of other accounting software - Tally 9, Professional knowledge of MS Office and Internet applications

* Completed certificate course in COPA (Computer Operator Cum Programming Assistant) from ITI in 2012

# Career Interest

* I aspire to join the sector which gives me learning opportunities and growth to make a good career and improves my skills

# Strengths

* I am an active, disciplined and hard-working individual
* I have good communication and convincing skills
* I complete my tasks with honesty and sincerely and am result-oriented

# Hobbies

* I love to listen to music
* I like playing chess